(Please type or print information.)

DATE _____
(Office Use)

Indiana Office of Technology
Student Enrollment Form for PC End User Training

STUDENT INFORMATION	*AGENCY CONTACT INFORMATION*
NAME	NAME
AGENCY/DEPT	AGENCY/DEPT
BUSINESS ADDR	BUSINESS ADDR
PHONE & FAX #	PHONE & FAX #
EMAIL ADDRESS	EMAIL ADDRESS
	APPROVAL DATE
	ACCOUNT UNIT (aannnnnnnn)

* Please note cancellation policy at end of this form.

APPROVING MANAGER/SUPERVISOR INFORMATION

NAME/Signature	PHONE & FAX #
EMAIL ADDRESS	APPROVAL DATE

Course Title	Days		EXECUTRAIN						PERPETUAL TECHNOLOGIES							
Please note: Executrain combined all 2002 and 2003 classes due to similarity			Click here for Course Schedules						Click here for Course Schedules							
			1st Choice Date	2nd Choice Date		1st Choice Date	2nd Choice Date		1st Choice Date	2nd Choice Date		1st Choice Date	2nd Choice Date		1st Choice Date	2nd Choice Date
OPERATING SYSTEM																
Windows XP Professional Introduction	1	$125														
WORD PROCESSING																
Basic Word 2002/2003 (XP)	1	$125							$117							
Intermediate Word 2002/2003 (XP)	1	$125							$117							
Advanced Word 2002/2003 (XP)	1	$125							$117							
Word 2007 Beginning	1	$125														
Word 2007 Intermediate	1	$125														
Word 2007 Advanced	1	$125														
GRAPHICS																
Basic PowerPoint 2002/2003	1	$125							$117							
Advanced PowerPoint 2002/2003	1	$125							$117							
PowerPoint 2007 Beginning	1	$125														
PowerPoint 2007 Advanced	1	$125														
ELECTRONIC MAIL																
Basic Outlook 2002/2003	1	$125							$117							
Advanced Outlook 2002/2003	1	$125							$117							
Outlook 2007 Beginning	1	$125							$117							
SPREADSHEET																
Basic Excel 2002/2003	1	$125							$117							
Intermediate Excel 2002/2003	1	$125							$117							
Advanced Excel 2002/2003	1	$125							$117							
Excel 2002/2003 Power User	1	$125														
Excel 2002/2003 VBA Programming	1	$125														
Excel 2007 Beginning	1	$125														
Excel 2007 Intermediate	1	$125														
Excel 2007 Advanced	1	$125														
Excel 2007 PowerUser	1	$125														
DATABASES																
Access 2002/2003 Begin Forms/Rpts	2	$250														
Access 2002/2003 Advanced	2	$250														
Access 2007 Beginning	1	$125														
Access 2007 Intermediate	1	$125														
Access 2007 Advanced	1	$125														
Crystal Rpts 10/11 Designer Wkshop 1	2	$450														
Crystal Rpts 10/11 Designer Wkshop 2	2	$450														

INTERNET/Desktop Publishing												
HTML 4 Level 1	1	$150										
HTML 4 Level 2	1	$150										
Dreamweaver 8 Level 1	1	$150										
Dreamweaver 8 Level 2	1	$150										
Dreamweaver MX Level 1	1	$150										
Dreamweaver MX 2004 Basic	1	$150										
Dreamweaver MX 2004 Advanced	1	$150										
FileMaker Pro 6	1	$150										
PageMaker 7 Level One	1	$150										
PageMaker 7 Level Two	1	$150										
PhotoShop CS Level One	1	$150										
PhotoShop CS Level Two	1	$150										
Publisher 2002/2003 Basic	1	$125										
Publisher 2002/2003 Advanced	1	$125										
Any Cold Fusion MX class	1	$150										
Any Fireworks class	1	$150										
Any Flash class	1	$150										
FrontPage 2002/2003 Basic	1	$125										
FrontPage 2002/2003 Advanced	1	$125										
Any Illustrator CS class	1	$150										
Any InDesign CS class	1	$150										
Visio 2002/2003 Basic	1	$125										
Visio 2002/2003 Advanced	1	$125										
SharePoint Srvs: Bldg Team Web Sites	2	$300										
SharePt Srvs: Bldg Extended Solutions	2	$300										
PROJECT MANAGEMENT												
MS Project 2002/2003 Basic	1	$125										
MS Project 2002/2003 Advanced	1	$125										
MS Project 2007 Beginning	1	$125										
MS Project 2007 Advanced	1	$125										
Proj Mgmt Fundamentals	1	$195										
PMBOK Proj Mgmt Basic	1	$195										
PMBOK Proj Mgmt Intermediate	1	$195										
PMBOK Proj Mgmt Advanced	1	$195										

Other PC Training needed, list here:

IOT TRAINING SERVICES
STUDENT ENROLLMENT INSTRUCTIONS

PROCEDURES FOR FILLING OUT THE FORM:

STUDENT NAME: Print or type the name of the student who is enrolling in the class.

AGENCY/DEPARTMENT: Please state the agency and the agency department that are requesting training.

BUSINESS ADDRESS: Write the student's business mailing address including City, State, and Zip Code if applicable.

STUDENT PHONE AND FAX NUMBER: Write the student's area code and phone number, also include the student's fax number.

AGENCY CONTACT: The person responsible for signing the students up for PC classes.

AGENCY ADDRESS: Agency contact's mailing address.

PHONE NUMBER: List the agency contact's area code and phone number.

APPROVING MANAGER'S INFO: The information of the person that is authorizing the student to take the class for the agreed cost.

ACCOUNT UNIT: 2 characters plus 8 numbers. Can be secured from fiscal staff or agency voice coordinator.

SELECTING CLASSES: Next to each training course is the version of software that will be taught and the cost per course.
 Click on vendor link and look up class schedule. Fill in 1st and 2nd choices in vendor column.

SUBSTITUTION POLICY: If a student is unable to cancel five (5) working days in advance, a substitution will be allowed.

NOTE: Please fill the form out completely. When the form is completed, please mail the completed form to the address listed below.

Indiana Office of Technology
Indiana Government Center North
100 North Senate Ave, Room N551
Indianapolis, IN 46204
Attn: Class Enrollments Doris Stevens or Fax (317) 232-0748
For more information concerning training classes, please call Training Services at (317) 234-4357 option 4   OR
Visit our web site at http://www.in.gov/iot

**********Cancellation Policy**********
The Office of Technology reserves the right to change or reschedule classes as needed.
*Students must cancel **5 WORKING DAYS** in advanced or their agency **WILL BE CHARGED** for the class.*